



National Science Foundation

Rotational Vacancy

**DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES
DIVISION OF UNDERGRADUATE EDUCATION
ARLINGTON, VA 22230**

ANNOUNCEMENT NUMBER: E20030021-Rotators **OPEN:** 12/12/02 **CLOSE:** UNTIL FILLED

Vacancy announcement may close 14 days from opening date without notice.

The National Science Foundation is seeking candidates for several positions to be filled in the Division of Undergraduate Education, Directorate for Education and Human Resources.

The Division of Undergraduate Education (DUE) serves as the focal point for NSF's agency-wide effort in undergraduate education. The programs and leadership efforts of DUE aim to strengthen and ensure the vitality of undergraduate education in science, technology, engineering, and mathematics (STEM) for all students, including: science, mathematics, or engineering majors; students in science and engineering technology programs; future teachers at the elementary and secondary school levels; and non-science majors seeking scientific and technical literacy. More information about the Division of Undergraduate Education and their programs can be found on their website at www.ehr.nsf.gov/due/.

Selected candidates may be assigned to any of the programs within the Division. These positions may be filled at the level of Assistant Program Director, Associate Program Director and/or Program Director.

Positions will be filled on a one or two year Visiting Scientist Appointment, under the terms of the Intergovernmental Personnel Act (IPA), or as a Federal Temporary Appointment. Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a salary range of \$46,469 - \$86,095 (Assistant Program Director), \$66,229 - \$104,336 (Associate Program Director), or \$78,265 - \$121,967 (Program Director) depending on qualifications and experience. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds FICA and provides reimbursement for the employer's contribution towards fringe benefits. For Federal temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For IPA assignments, the individual remains an employee on the payroll of the institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. For more information regarding Visiting Scientist appointments or IPA assignments, visit our website at www.nsf.gov/jobs.

Duties and Responsibilities: At the Program Director level, directs the implementation, review, funding, post-award management, and evaluation of the program and contributes to the intellectual integration with other programs supported by the Division. Designs and implements the proposal review and evaluation process for relevant proposals. Selects outstanding individuals to provide objective reviews on proposals either as individuals or as members of a panel. Conducts final review of proposals and evaluations, and recommends acceptance or declination. Manages and monitors on-going grants, contracts, interagency and cooperative agreements to ensure fulfillment of commitments to NSF. Evaluates progress of awards through review and evaluation of reports and publications submitted by awardees and/or meetings at NSF and during site visits. Contributes to the responsibility for establishing goals and objectives, initiating new program thrusts and phasing out old projects. Recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of the Program.

Qualifications Required: For the **Program Director** level, applicants must have a Ph.D. or equivalent experience in biological sciences, chemistry, computer science, engineering, geosciences, mathematical sciences, physics/astronomy or science, mathematics or engineering education; plus six or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. For the **Associate Program Director** level, applicants must have a Ph.D. or equivalent experience in one of the above disciplines plus 4 or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. For the **Assistant Program Director** level, applicants must have a Ph.D. in one of the above disciplines, or a Masters degree in one of the above disciplines plus two or more years of successful research, research administration, and/or managerial experience pertinent to the above disciplines. At all levels, candidates must be knowledgeable about undergraduate education in the sciences and related areas to participate in planning programs to improve undergraduate education in several areas. In addition, candidates must have sufficient teaching experience to determine whether a proposed project is likely to meet the needs of students and faculty.

Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20030021-Rotators. In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Division. You are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to Karen York, on (703) 292-4387. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER